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PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Personnel Committee held in the Charles Neville Room, Community House, Meridian Centre at 6.30pm on Monday 14th October 2019

Present – Cllr David Seabrook (Chairman), Cllr Job Harris, Cllr Chris Collier, Cllr Isobel Sharkey, Cllr Alan Milliner, Cllr Lucy Symonds, Cllr W Veck, Cllr Cathy Gallagher, Town Clerk, Tony Allen.

- 1 E052 PUBLIC QUESTION TIME** - No members of the public were present.
- 2 E053 CHAIRMAN'S ANNOUNCEMENTS** - The Chairman welcomed everyone to the meeting and read out the housekeeping notices.
- 3 E054 TO CONSIDER APOLOGIES FOR ABSENCE** - All Committee Members were present.
- 4 E055 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS** - There were no declarations of interests.
- 5 E056 TO ADOPT THE MINUTES OF 17th SEPTEMBER 2019 MEETING** - It was resolved to adopt these minutes as a true record of the meeting.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded.

6 E057 DISCIPLINARY PROCEDURE – REPORT AND ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 30th AUGUST 2019 INVOLVING TWO MEMBERS OF STAFF AND A MEMBER OF THE PUBLIC

The two Councillors appointed to investigate this incident gave a detailed report of their findings, related considerations, methods employed and the facts obtained.

The Committee discussed the outcomes of the investigation in detail, agreed the further action required in relation to the disciplinary process and drew up a plan to address the other outcomes that were also resolved as needing attention.

7 E058 REPORT ON THE IMPLEMENTATION OF THE REVISED CARETAKERS' ROTA AND RELATED CONSULTATION OUTCOMES

The documents circulated by the Clerk were noted and discussed.

The Clerk reported on progress within the team for the implementation of the consultation outcomes as agreed by the Committee and Council, noting the formal implementation date of 4th November 2019.

8 E059 DATE OF THE NEXT MEETING

The Clerk highlighted a new disciplinary matter that would need to be considered by the Committee. It was resolved to hold the next meeting on Tuesday 22nd October at 6.30pm.

There being no further business, the meeting closed at 20:07.